

TRAVEL EXPENSE CLAIM

STD.262 (REV. 6-93c)

See Instructions and *Privacy
Statement below

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs			SOCIAL SECURITY NUMBER			DEPARTMENT HCD		
POSITION Director			Bargaining Unit # E 99			DIVISION OR BUREAU Executive Office		
						INDEX PCA 5103 50001		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento			STATE CA			ZIP CODE		
CITY Sacramento			STATE CA			ZIP CODE 95811		

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
May-09		Sacramento						PC	9.00	4	2.20		11.20	
	1400	Sacramento to San Francisco	N/A					PC	4.00	86	47.30		51.30	
		San Francisco to Ventura	N/A					PC		384	211.20		211.20	
5/6		Ventura / Culver City						PC		64	35.20		35.20	
		Los Angeles / Ventura	N/A					PC		64	35.20		35.20	
5/7		Ventura/ Santa Monica						PC	14.00	64	35.20		49.20	
		LA to Ventura	N/A					PC		64	35.20		35.20	
5/8		Ventura Meetings	N/A					PC		22	12.10		12.10	
5/12		Ventura to Irvine						PC	7.00	106	58.30		65.30	
		Irvine Meeting						PC		6	3.30		3.30	
		Irvine to Ventura	N/A					PC		108	59.40		59.40	
5/13	1700	Ventura Meetings									-		-	
											-		-	
											-		-	
											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	-	34.00	972.00	534.60	-	568.90	
COLUMN CODE (ACCTG. USE ONLY)														

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CITY Sacramento		STATE CA	ZIP CODE	CITY Sacramento		STATE CA	ZIP CODE 95811	

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
5/14	0800	Westlake Village						PC		28	15.40		15.40	
		Ventura	N/A					PC		28	15.40		15.40	
5/15		Los Angeles						PC		64	35.20		35.20	
		Ventura	N/A					PC	7.00	64	35.20		42.20	
5/17		Ventura to Sacramento HQ						PC	4.00	386	212.30		216.30	
	1800	End of Trip											-	
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(10) SUBTOTALS			-	-	-	-	-	-	-	11.00	570.00	313.50	-	324.50
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 324.50

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

5/14 - Drove to Westlake Village for meetings regarding SB375. 5/15 - Drove to Los Angeles for speaking engagement at the SCANPH. 5/17 - (SUNDAY) Drove from Ventura to Sacramento HQ. End of Trip

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

06/04/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Elliott Mandell

06/04/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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RESIDENCE ADDRESS						HEADQUARTERS ADDRESS 1800 Third Street, Suite 450				TELEPHONE NUMBER 916 445-4775	
CITY Sacramento				STATE CA		CITY Sacramento				STATE CA	
				ZIP CODE 95811							

(1) MONTH /YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION					(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2)				BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
May-09														
5/18	0700	Sacramento to Santa Rosa							PC	6.00	103	56.65		62.65
		Santa Rosa to Sacramento							PC	4.00	103	56.65		60.65
	1700	End of Trip										-		-
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(10)	SUBTOTALS		-	-	-	-	-	-	-	10.00	206.00	113.30	-	123.30

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		ZIP CODE				ZIP CODE 95811	

(1) MONTH / YEAR		(3)	(4)	(5) MEALS			(6)	(7) TRANSPORTATION					(8)	(9)
May-09		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER	INCIDENTALS	(A)	(B)	(C)	(D)		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME							COST OF TRANS	TYPE USED	CARFARE TOLLS, PRKG	PRIVATE CAR USE MILES	AMOUNT		
5/19	0800	Sacramento							PC	7.50	4	2.20		9.70
5/20	0800	Sacramento							PC	6.00	4	2.20		8.20
5/21	0500	Drove to Sacramento A/P							PC		12	6.60		6.60
		Sacramento to Burbank										-		-
		Burbank							RC	14.00		-		14.00
												-		-
5/26	0500	Santa Barbara to Sacramento							PC	45.00		-		45.00
	0900	End of Trip										-		-
		Sacramentott							PC	12.00	6	3.30		15.30
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(10)		SUBTOTALS	-	-	-	-	-	-	-	84.50	26.00	14.30	-	98.80

COLUMN CODE (ACCTG: USE ONLY)														
CLAIM TOTAL													\$	98.80

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

5/19 - Director Jacobs attended the Governor's Host Breakfast and local meetings. 5/20 - Meeting at the Capitol w/ Senator Ellen Corbett. 5/21 - Drove to Sacramento A/P - Flight from Sacramento to Burbank for CalHFA Board of Director's Meeting. 5/22 - Meeting w/ Ray Pearl (CHC) in Angora Hills... 5/26 - Received ride to Santa Barbara A/P with colleague. Flight from Santa Barbara to Sacramento...End of Trip

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

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CLAIMANT'S SIGNATURE

DATE

Lynn L. Jacobs

06/04/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Elliott Mandell

06/04/09

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DATE	TIME										MILES	AMOUNT		
May-09														
5/27	0800	Sacramento						PC	7.50	4	2.20		9.70	
5/28	0500	Drove to Sacramento A/P						PC		12	6.60		6.60	
		Sacramento to Burbank									-		-	
5/29		Meetings in Los Angeles									-		-	
5/31	1300	Travel to Burbank A/P									-		-	
		Burbank to Sacramento						PC	36.00				36.00	
											-		-	
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(10) SUBTOTALS			-	-	-	-	-	-	43.50	16.00	8.80	-	52.30	
COLUMN CODE (ACCTG. USE ONLY)														

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

5/27 - Director Jacobs attended the CDLAC and TCAC Meeting. 5/28 -Flight from Sacramento to Burbank for speaking engagement at the Green Building Ground Breaking in Los Angeles. 5/29 - Meetings in Los Angeles. 5/31 - Meeting in Ventura...Rode to Burbank A/P with a colleague...Flight from Burbank to Sacramento HQ.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

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